



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO
1100
Admin
23 Mar 04

Company Policy Letter 14-04 w/chl

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) ForO 1301.1

Encl: (1) Sponsor Assignment Letter
(2) Command Welcome Aboard Letter
(3) Sponsorship Questionnaire

1. Purpose. To establish a basic sponsorship program per the references.

2. Background

a. The welfare and morale of Marine families are essential factors that influence satisfactory participation and career progression. An effective sponsorship program will benefit the Marine, the Marine's family and the Marine Corps and positively enhance readiness at the unit level.

b. The Sponsorship Program ensures new and transferring Marines will receive essential guidance and assistance throughout their accumulation to the unit. When possible, a contemporary of the same grade and marital status will be assigned as a sponsor. Escorts will not be below the grade of corporal.

3. Information. The First Sergeant (1stSgt) is responsible for implementation of the personnel sponsorship program.

Enclosure (1) is a sample letter for assignment of sponsors.

Enclosures (2) is a sample commander welcome aboard letter.

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Enclosure (3) should be completed by the Marine after the initial six-month sponsorship period. In addition to the "Welcome Aboard" letter, a welcome aboard package should be mailed to the joining Marine, it should contain, but not limited to the following information:

- a. Reporting aboard procedures, to include proper uniform.
- b. A map to the Drill Center and command telephone numbers.
- c. Chain of command and Unit organization structure diagrams.
- d. FY-xx drill and A.T. schedule for the next 12 months as a minimum.
- e. Procedures to request and reschedule drill.
- f. Information on drill pay.
- g. MARFORRES and Company Website address.
- h. Procedures for uniform alteration and turn-in.
- i. Key volunteer and family day information.
- j. Commissary/Exchange benefits information.

L Traffic Safety Program.

4. Action

- a. Company 1stSgt. Establish and participate in a Sponsorship Program using reference (a) and this policy letter as guidance.

(1) Assign a sponsor from the section in which the reporting Marine will be assigned to for duty. In the case of a new accession, every effort will be made to assign a sponsor prior to the accession's recruit training induction date.

- (2) Recognize successful sponsors.

(3) The 1stSgt will meet with the sponsors and new joins monthly to evaluate the program and to make recommendations as to when the new join may be removed from the program

- b. Admin. The Administration Section will send a letter welcoming and advising the reporting Marine of their assigned sponsor and a Welcome Aboard Package. The letter will contain as much initial information as possible and invite the Marine to correspond with the command should there be further questions or a desire for more information.

Subj: Personnel Sponsorship Program

c. Sponsor. Upon assignment, the sponsor will call the inbound Marine providing their contact information (mailing address, e-mail address, and phone number). In the case of a new accession the sponsor will correspond at least once during each phase of recruit training. On arrival at the Drill Center the sponsor should act as an escort, providing familiarization with the unit and area. Correspondence through telephone, mail or email should continue for a minimum of six months after check-in on a bi-monthly basis.

(1) Sponsor provide any assistance that will foster a successful transition:

(a) Transportation to/from Drill Center.

(b) Pre-Drill preparation.

(c) Local area familiarization.

d. Inbound Marine. After six months of joining the unit, complete and return the sponsorship questionnaire (Encl 3) to the Company 1stSgt.



L. R. Bertschy, II
Commanding Officer



A. N. Green III
Inspector-Instructor

DISTRIBUTION: B

SAMPLE SPONSORSHIP QUESTIONNAIRE

The purpose of this questionnaire is to ensure the Personnel Sponsorship Program for Reserve Marines is viable for our Marines and their families. Your input will greatly assist in the improvement of deficient areas within the program. Please take the time to carefully fill this form out and return it to (Program Manager) prior to the end of this IDT.

1. Who is your sponsor?
2. How were you contacted (circle all that apply) Mail Phone
Personal Visit
3. What help did your sponsor provide?
4. Did your sponsor assist you with your initial check-in? Yes No
5. Did your sponsor orient you to the base facilities/drill center?
Yes No
6. What additional information would have been helpful to both you and your family?
7. Please make recommendations for improvements of this program or any other comments.



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1100

CO

20 Jun 02

From: Commanding Officer, Engineer Co B, 6th ESB
To: Sponsor

Subj: APPOINTMENT AS A COMMAND SPONSOR FOR [MARINE NAME]

Ref: (a) Battalion policy letter 01-98
(b) GruO 1100.1b
(c) Company Policy letter 14-04

Encl: (1) Information packet

1. The reference provides guidance concerning the sponsorship program for newly joined Marines. To provide for a smooth arrival and easy transition of a new Marine to a new duty station, you are hereby appointed as the sponsor for (name of Marine). His present address and phone number is (###-###-####).
2. Prior to the 1st drill the following actions will be taken:
 - a. Telephone the new Marine and talk about the date and time of the next drill.
 - b. Provide directions to the reserve center.
 - c. Insure that transportation is available.
 - d. Provide an emergency telephone number.
3. The day of the 1st drill you will:
 - a. Discuss the days schedule.
 - b. Tour the reserve center.
 - c. Assist the new Marine in getting checked-in.
 - d. Answer questions, which will arise.
 - e. Arrange appointments with the First Sergeant (1stSgt) and Company Commander (CO).
 - f. Welcome the new Marine aboard by helping the Marine make friends.
 - g. Introduce the new Marine to the Platoon Commander, Platoon Sergeant and Squad Leader.
 - h. Critique drill with the new Marine and ensure continuity for the next drill.

ENCL (1)

Subj: APPOINTMENT AS A COMMAND SPONSOR

4. Prior to the 2nd drill you will ensure, you:
 - a. Review date and time for the up coming drill.
 - b. Insure that transportation is available.
5. The day of the 2nd drill you will:
 - a. Ensure pay has been received and on time.
 - b. Marine's questions are answered.
 - c. Any problems that have risen are addressed, using the chain of command.

Remember! You have been specifically chosen for this assignment. We want your positive attitude to "Rub Off" on the new member of our unit.

1stSgt
by Direction



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IN REPLY REFER TO
20 Jun 02

Dear Marine,

Welcome to Engineer Company "B", 6th Engineer Support Battalion. You have joined a Combat Service Support Unit of Approximately 150 Marines divided into Headquarters Platoon, 1st Platoon, 2nd Platoon and Equipment Platoon. You will be assigned to (section) and you are expected to be a professional and dedicated addition to our proud team.

As a member of this unit you can expect to be challenged and rewarded. The experience you draw from your fellowship with other Marines will benefit you for the rest of your life.

Enclosed is a copy of our drill dates for the fiscal year. Thanks for joining us, good luck and I'm looking forward to serving with you. Please write or call the I-I staff at (574) 233-8616 if you have any questions or problems.

N. C. COMMAND
Major, United States Marine Corps

ENCL (2)